Environment: TSTING
Test Level: System

Use List of Values to select Request Name. Click

Script # / Name: 1.11A - FTP File - Monthly Form

This script will test the ability to submit Negative Numbers in fields MR17 through MR23 for

Principle Amount, Interest Amount and Other Amounts column in the Form 2000 - Monthly

Scenario Description: Form using the FTP process.

ftpfile\_1.txt ftpfile\_2.txt File Name: ftpfile\_3.txt Prerequisite: N/A



Pass/Fail

Executed By / Date:

Product / Release: TO 130 - Form 2000 Enhancements
Prepared By / Date: Jobe Jamerson / 29 May 2003

Acceptance Sign Off / Date:

Step	Action	Navigation Path	Input	Expected Results	Actual Results	Req#	Pass / Fail	Issues/Comments
Create Ba	seline of General Ledger for Later Comparison							
1	Login into Oracle under the FSA CFO General Ledger SuperUser Responsibility.							
2	Navigate to the Submit Requests window.	Others> Requests> Submit a New Request		Submit a New Request window appears.				
3	Select Single Request and Click OK.			Submit Request window appears.				
4	Use List of Values to select Request Name. Click OK.			Parameters window appears.				
	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Balance Type: A (Actual) Budget or Encumbrance Type: N/A Pagebreak Segment: Institution (FSA Institution) Pagebreak Segment Low: <ga code=""> Pagebreak Segment High: <ga code=""> Secondary Segment: Fund (FSA Fund) Currency Type: Entered Currency: USD Period: Jun-03 Budget Start Period: N/A Amount Type: PTD (Period to Date)</ga></ga>	Submit Request window appears.				
6	Click OK and click Submit Request.			Requests window appears.				
7	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
8	Note the period activity for Jun-03.							
9	Navigate to Submit Requests window.	Others> Requests> Submit a New Request		Submit a New Request window appears.				
10	Select Single Request and Click OK.			Submit Request window appears.				·

Trial Balance: Summary 2

Parameters window appears.

	1	1	•		1		
12	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.		1	
1	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A	• • • • • • • • • • • • • • • • • • • •			
	populated: use 250 v button in necessary.		Pagebreak Segment: Institution (FSA				
			Institution)				
			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td></td><td></td></ga<>				
			Code>				
			Pagebreak Segment High: <ga< td=""><td></td><td></td><td></td><td></td></ga<>				
			Code>				
			Secondary Segment: Fund (FSA				
			Fund)				
			Currency Type: Entered				
			Currency: STAT				
			Period: Jun-03				
			Budget Start Period: N/A				
			Amount Type: PTD (Period to Date)				
			Timount Type: TTB (Terrou to Bute)				
13	Click OK and click Submit Request.			Requests window appears.			
14	Click Refresh until all programs have been			Requests completed with status of normal.			
	initiated and completed with status of Normal.			1 1			
15	Note the period activity for Jun-03 for STAT					+	
13						1	
	Accounts.	<u> </u>		<u></u>			
	Negative Numbers Cannot be Submitted in Fields	MR1-MR16 using FTP					
16	Log into Oracle under System Administrator						
	Responsibility.			1			
17	Navigate to Users Form. Query for your	Security>User>Define	Goodin, Pamela (GA 723)	Supplier is assigned to your Username.		†	
1,	Username. Choose supplier from the LOV and	Security / Osci / Deline	Goodin, Funicia (GA 723)	Supplier is assigned to your Oscinanic.		1	1
	Osername. Choose supplier from the LOV and						
L	save.						
18	Identify Form 2000 Monthly File with negative		ftpfile_1.txt				
	numbers in fields MR1-MR16.						
19	Log in to hpl6 and FTP the file into home						
19							
1	directory. Use ASCII format for uncompressed						
	files.						
20	Change Permissions to Read-Write-Execute for						
1	file.			1		1	
21		<del> </del>			<del> </del>	+	
21	Switch Responsibility to FSA GA Manager.	ļ			ļ		
22	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.			
23	Select Single Request and Click OK.			Submit Request window appears.			
24	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Monthly				
24	OSC LIST OF VARIOUS TO SCIECU REQUEST INMINE.			i arameters window appears.		1	
<u> </u>			Data File Load				
25	Enter File Location Directory and File Name.		File Location Directory:	1		1	
1			/home/ <unix name="" user=""></unix>				
1			File Name: ftpfile_1.txt				
26	Click OV and aliah Coheris B	1	The Frame. hpfile_f.txt	December window comes	1	+	
26	Click OK and click Submit Request.	ļ		Requests window appears.	ļ	+	
27	Click Refresh programs has completed with status			Request completes in error.			
	of Normal.		<u>l</u>	<u> </u>		<u>                                      </u>	
Submit M	onthly Report with Negative Numbers via FTP						
28	Identify Form 2000 Monthly File with negative		ftpfile_2.txt	1		T	
20	numbers in fields MR17-MR23.		npine_z.txt	1		1	
L		ļ		1	ļ	+	
29	Log in to hpl6 and FTP the file into home			1		1	
1	directory. Use ASCII format for uncompressed			1		1	
ı	files.					1	
30	Change Permissions to Read-Write-Execute for		<u> </u>			<del>                                     </del>	
30				1		1	
L	file.						
31	Switch Responsibility to FSA GA Manager.						
32	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.		<u> </u>	
33	Select Single Request and Click OK.			Submit Request window appears.			
34	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Monthly			+	
34	OSC LIST OF VARIOUS TO SCIECU REQUEST INMINE.			i arameters window appears.		1	
L		ļ	Data File Load		ļ		
35	Enter File Location Directory and File Name.		File Location Directory:			1	
ı			/home/ <unix name="" user=""></unix>			1	
1	1		File Name: ftpfile_2.txt	1		1	1
36	Click OK and click Submit Request.	<b>†</b>	The Nume. reprire_2.txt	Paguasta window appaga	<b>†</b>	<del>                                     </del>	
			<del> </del>	Requests window appears.		<del>                                     </del>	
37	Click Refresh programs has completed with status			Requests completed with status of normal.		1	
				1	ı		
_	of Normal.		<u> </u>				
38	of Normal.						

				FSA FFEL GA Form 2000 AP/GL Load Interface		
				Interface		
				Payables Open Interface Report Journal Import		
51	View output of the Payables Open Interface			зошна шроп		
	Report.					
	Record the Invoice Number (AP). Save the Output.					
52	Record the Journal Import Request ID.					
	Verify that the Output file states all of the journal lines headers and batches that were imported with					
	a status of Success.					
	Record the Batch Name (GL).					
52	Save the Output.  Query to find Batch ID.		SELECT IE DATCH ID	Potch ID appears		
53	Query to find Batch ID.  Record the Batch ID.		SELECT JE_BATCH_ID FROM GL.GL JE BATCHES	Batch ID appears.		
			WHERE NAME LIKE '% <batch< td=""><td></td><td></td><td></td></batch<>			
Varify I.	l manada		name from above>%'		 	
Verify Jos	Switch responsibility to FSA CFO General Ledger					
	Super User.					
55	Navigate to the Journals Enter screen.	Journals> Enter		Find Journals Screen is displayed.		
56	Query on the batch name. Select Find.		% <batch above="" from="" name="">%</batch>	Two batches are returned, one for Monthly STAT and one for Monthly USD.	 	
57	Click inside of STAT batch line and then click the			Information matches expected results from the		
58	Review Journal button.  Navigate to Submit Requests window.	Help> View My Requests>		'Expected Results' tab.  Submit a New Request window appears.		
	ivavigate to Subilit Requests willdow.	Submit a New Request		Submit a New Request willdow appears.		
50						
59	Select Single Request and Click OK. Use List of Values to select Request Name. Click	outilit a riew record	Journals - General(180 Char)	Submit Request window appears.  Parameters window appears.		

61	Make sure that all fields in parameters screen are		Type: Line Item	Submit Request window appears.		1
	populated: use LOV button if necessary.		Posting Status: Unposted Journals			1
1	populated, asc LOV button it necessary.					1
1	1		Currency: STAT			1
			Period: Jun-03			i
1			Start Date: (blank)			1
1	1					1
1			End Date: (blank)			1
1			Source: (blank)			1
1			Batch Name: % <stat batch<="" td=""><td> </td><td></td><td>ı l</td></stat>			ı l
1	1					1
1			number>%			ı l
1						ı l
62	Click OK and click Submit Request.			Requests window appears.		
63	Click Refresh until all programs have been	†			-	
0.5				Requests completed with status of normal.		1
	initiated and completed with status of Normal.					
64	View output of the Journals - General(180 Char).			Accounting is correct.		
	Verify the STAT entries hit the GL according to					i
						i
	the CFO Account Mapping documentation.					i
	Save the Output.					i
	*					i
65	Class all usin days and nature to the Fatter Items Is	†		<del> </del>	-	
65	Close all windows and return to the Enter Journals					ı l
<u></u>	(FSA FMS) screen.	<u> </u>	<u>l</u>	<u>                                       </u>	 	 <u>ı                                      </u>
66	Click inside of USD batch line and then click the			Information matches expected results from the		
- 00						1
<b></b>	Review Journal button.			'Expected Results' tab.		
67	Navigate to Submit Requests window.	Help> View My Requests>		Submit a New Request window appears.		1
1		Submit a New Request		- **		ı
60	Salast Single Dequest and Clint OV		†	Submit Paguast window		
68	Select Single Request and Click OK.	ļ		Submit Request window appears.		<del></del>
69	Use List of Values to select Request Name. Click		Journals - General(180 Char)	Parameters window appears.		1
1	OK.					1
70	Make sure that all fields in parameters screen are	i	Type: Line Item	Submit Request window appears.		
70				Submit request window appears.		1
1	populated: use LOV button if necessary.	1	Posting Status: Unposted Journals			1
1			Currency: USD			ı l
1	1		Period: Jun-03			1
1	1					1
1	1		Start Date: (blank)			1
1	1		End Date: (blank)			1
1	1	1	Source: (blank)			ı
1		1				ı
1	1		Batch Name: % <usd batch<="" td=""><td> </td><td> </td><td>1</td></usd>			1
1		1	number>%			ı
1						ı
	GELOV LELGILIA	<del> </del>		D		
71	Click OK and click Submit Request.			Requests window appears.		
72	Click Refresh until all programs have been	I		Requests completed with status of normal.	T	1
1	initiated and completed with status of Normal.	1				ı
70		<del> </del>	-	A		
73	View output of the Journals - General(180 Char).			Accounting is correct.		ı l
1	Verify the STAT entries hit the GL according to					1
1	the CFO Account Mapping documentation.	1				1
1						1
1	Save the Output.					1
1	1					1
Approve 1	Invoice					
74	Switch Responsibility to FSA FFEL GA Payable					ı
1	SuperUser.					ı l
75	Navigate to the Invoice Batches screen. Query on	Invoices> Entry> Invoice	% <batch above="" from="" name="">%</batch>	Verify that there are line item distributions for		
,,,			, catelinane nom above //0			ı
-	Batch Name from above.	Batches		every line filled out on the invoice.		
76	Verify that there is a separate distribution line item	Click Invoices>Distributions		Results match expected results for AP.		ı
	for each field entered on the Monthly Form 2000			·		ı l
1						ı
	Report.		<del> </del>			<del></del>
77	Approve the invoice and batch.	Click Actions1>Check		Batch is approved		ı
		Approve>OK				ı
Process P	aymant		•			
				1		
78	Switch Responsibility to FSA FFEL GA Payments					ı
1	Manager.					1
79	Navigate to the Payment Batches Screen.	Payments> Entry> Payment		Payment Batches Screen appears	<b>-</b>	
19	ravigate to the rayment Datches Screen.			ayment batenes screen appears		ı
		Batches				<u> </u>
80	Process a new Payment Batch for the GA Pay		Batch Name: FL1	Form is populated with data entered by the user.		
		1	Pay Group: GA Pay Group	Batch Name is changed to the next sequential		1
	Group.	1				ı
	Record the Pay through Date.		Document: Electronic	number.		ı
1	1		Pay through Date: <sysdate +21=""></sysdate>			ı
1	1		.,			ı
1	1	ļ	<del> </del>			<del></del>
						i
81	Record the Payment Batch Name that the system			l l	l l	!
81	Record the Payment Batch Name that the system assigns.					

Secretify messages and the secretify messages are secretify messages. The progress make in a progress make i	82	Select and Build payment batch.	Actions1>Click Select and Build	1	Message states: 'payables submitted your		1
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Second to Request (I)   Provide the Request (II)   Provide the Request (III)   Provi							
Second the Regional D.  Second the Regional Schooling and Brailing of the segment numbers in Schooling and Brailing of the segment numbers in Schooling and Brailing of the segment numbers in Schooling and Schooli		Record the Request ID.			request number is'.		
Control the Request ID.  Service that Sections are Statisting of the supposers that Sections are Statisting of the supposer statistics of the TSA FEEL CA.  Payment Manager interface.  Secret this Request ID.  Secret this Reduction of the Secret ID.  Secret this Request I	83	Verify message.			Message states: 'payables submitted your		
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syspens that his kind on PASA PPSI CA Payments Manager (interface.  8.8 Veryfr dat the Name of Past Prise of the Name of Name							
Popular Manager interface   New of the Regional This   Auto-Select Completed with a status of Nermal   Auto-Select Completed with a status of Nermal   New of the Regional This   New	84						
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Record the Request ID.  So Verly that the Vandsheder's completed with a status of Normal.  So Verly that the Check Por Formonically Resoluted Discount's completes with a status of Normal.  Secretar the Reported ID.  So Verly that the Check Por Formonically Resoluted Discount's completes with a status of Normal.  Record the Reported ID.  So Verly that the Emish Papersent's completed with a status of Normal.  Record the Reported ID.  So Papersent for all dother involves in the health to NO.  Papersent for all dother involves in the health to NO.  Papersent for all dother involves in the health to NO.  Papersent for all dother involves in the health to NO.  Papersent for all dother involves in the health to NO.  Papersent for the So Papersent for the Papersent for the Normal.  Actions. 1> Format Message states: Psycholes submitted year power before the Sorting and Besiding of the proported forth bicked of the PSA Toessay Verland ACI Intime Papersen involves the Society and Besiding of the proported forth bicked for the Society Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent for the Society and Building of the proported back bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked for PSA Poets Toessay Verland ACI Intime Papersen involves with a status of Normal.  Papersent forth bicked		Payments Manager' interface.			-		
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Second to Request Development of the Sequence of the Sequence of Second to Request Development of Second to Request	0.5				A - ( - C - 1 d 1 - ( 1 C C		
Record the Regent ID  8 Nevrify that the Shall Paperents' completes with a status of Normal.  8 Second the Regent ID  9 Paperent Reaches Window	83				Autoseiect completes with a status of Normal.		
Second file Reposet ID							
Discounts' completes with a status of Normal.		Record the Request ID.					
Discounts' completes with a status of Normal.	86	Verify that the 'Check For Economically Beneficial			Check For Economically Beneficial Discounts'		
Record the Request ID.							
87 Verify that the Build Psymens' completed with a status of Normal.  88 Record the Response ID.  98 Personal psyment for all other invoices in the batch to NO.  Psyment Batches Window -> Click  psyment batch will rebuild by the properties of the batch to NO.  Psyment Batches Window -> Click  psyment batch will rebuild by the properties of the batch to NO.  Psyment Batches Window -> Click  psyment batch response to batch.  Verify message.  90 Verify that the Selecting and Building of the poyment batch batched first Batches Window -> Click  psyment batch  psyment batch batched first Batches Window -> Click  psyment batch batched first Batches Streng appearant  with the psyment Batches Streng and Building of the  psyment batch batched first Batches Streng appeara					completes with a status of Norman.		
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Second the Request ID   Physmeth Select only the Monthly Report for Payment, Set   Payment Batches Window — Click   Invoices appear.							
Second the Request ID   Physmeth Select only the Monthly Report for Payment, Set   Payment Batches Window — Click   Invoices appear.	87	Verify that the 'Build Payments' completed with a			Build Payments' completes with a status of		
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88 Select only the Monthly Report for Payment. Set Payment Batches Window -> Click progress of all other invoices in the batch to NO. Payments but on the Payment Batch.  89 Format pyment batch will rebuild)  80 Format pyment batch.  80 Format pyment batch.  80 Format pyment batch.  80 Format pyment batch Responsed D.  80 Format Pyment Batch.  80 Format pyment batch Responsed D.  81 Format pyment batch Responsed D.  82 Format pyment batch Responsed D.  83 Format pyment batch Responsed D.  84 Format pyment batch Responsed D.  85 Format pyment batch Responsed D.  86 Format pyment batch Responsed D.  86 Format pyment batch Responsed D.  87 Format pyment pyment pyment pyment byment batch Program Pyment byment Batche Responsed D.  88 Format pyment pyme	1						
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Physment batch will rebuild)	1	payment for all other invoices in the batch to NO.	Payments.	ļ			
Second the Request ID   Second the Selecting and Building of the payment batch kicked off the FSA Tressury Vendor ACH Initiate Program interface.    Page	1		· ·	ļ			
Verify message.   payment batch request to Formal Psyments.	80		Actions 1 -> Format		Massaga states: 'Pavables submitted vour		
Record the Request ID.  Weify that the Selecting and Building of the payment batch kicked off the FSA Treasury Vendor ACH Initiate Program completes with a status of Normal.  Postar in the Selecting and Building of the payment batch kicked the FSA Process Treasury Vendor ACH Initiate Program (reduce.  Record the Request ID.  Weify that the Selecting and Building of the payment batch kicked the FSA Process Treasury Vendor ACH Initiate Program (reduce.  Record the Request ID.  Weify that the Selecting and Building of the payment batch kicked the FSA Process Treasury Vendor ACH Initiate Program (reduce.  Record the Request ID.  PSA FFEL GA Payments Manager  PSA	89		Actions1> Pointal	ļ			
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are and	1	Record the Request ID.			payment batch programs. The request numbers		
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		were remitted for payment.					l .

99	Verify that the 'Final Payment Register Program'			The 'Final Payment Register Program'			
	completed with a status of Normal.			completes with a status of Normal.			
	Record the Request ID.			Output file indicates that details about each			
	Verify that the Output file states details about each			check that was generated and the invoices that			
	check that was generated and the invoices that			each check covers.			
	each check covers.						
Payables '	Transfer to GL						
100	Switch responsibility to FSA FFEL GA Payables						
	SuperUser.						
101	Navigate to the Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.			
102	Click OK.	outers > requests > rear		Submit Request window appears.			
103	Use List of Values to select Request Name. Click		Payables Transfer to General Ledger				
103			Payables Transfer to General Ledger	Parameters window appears.			
	OK.						
104	Enter tomorrow's date for the Post Through Date.			Submit Request window appears.			
105	Click OK and click Submit Request.			Requests window appears.			
106	Click Refresh until all programs have been			Requests completed with status of normal.			
	initiated and completed with status of Normal.						
107	Verify that the Journal Import is automatically			Journal Import is automatically kicked off and			
	kicked off.			completes successfully. Output indicates that			
	Record the Request ID.			bathes were transferred successfully.			
	Record Batch Name from Output file.			banies were transferred successiving.			
108			CELECT IE DATCH ID	Patch ID appears		1	
108	Query to find Batch ID.		SELECT JE_BATCH_ID	Batch ID appears.			
	Record the Batch ID.		FROM GL.GL_JE_BATCHES				
			WHERE NAME LIKE '% <batch< td=""><td></td><td></td><td>1</td><td> </td></batch<>			1	
			name from above>%'				
109	Switch Responsibility to FSA CFO General Ledger						
	SuperUser.						
110	Navigate to the Journals Enter screen.	Journals> Enter					
	- · · · · · · · · · · · · · · · · · · ·			Find Journals Screen is displayed.			
111	Query on the batch name.		% <batch from="" journal<="" name="" td="" the=""><td>Enter Journals Screen is displayed.</td><td></td><td></td><td></td></batch>	Enter Journals Screen is displayed.			
111	Select Find.		Import from Payables Transfer to	Enter Journals Screen is displayed.			
	Select Find.						
			General Ledger>%				
112	Click Review Journal.			Invoice appears with accounting for each line.			
				Accounting matches Expected Results.			
113	Navigate to Submit Requests window.	Help> View My Requests>		Submit a New Request window appears.			
		Submit a New Request					
114	Select Single Request and Click OK.	•		Submit Request window appears.			
	Use List of Values to select Request Name. Click		Journals - General(180 Char)	Parameters window appears.			
113	OK.		Journals General(100 Char)	r arameters window appears.			
116	Make sure that all fields in parameters screen are		Type: Line Item	Submit Request window appears.			
110				Submit Request window appears.			
	populated: use LOV button if necessary.		Posting Status: Unposted Journals				
			Currency: USD				
			Period: Jun-03				
			Start Date: (blank)				
			End Date: (blank)				
			Source: (blank)				
1			Batch Name: % <purchase invoices<="" td=""><td></td><td></td><td></td><td> </td></purchase>				
1			batch number>%			1	
1			The state of the s				
117	Click OK and click Submit Request.			Requests window appears.			
	Click OK and click Submit Request.  Click Refresh until all programs have been			Requests window appears.  Requests completed with status of normal.		1	
118				requests completed with status of normal.			
	initiated and completed with status of Normal.			<del>                                     </del>			
119	View output of the Journals - General(180 Char).			Accounting is correct.			
1	Verify the Purchase Invoice entries hit the GL						
	according to the CFO Account Mapping						
	documentation.						
1	Save the Output.						
1	*						
120	Close all windows and return to the Enter Journals						
120	(FSA FMS) screen.						
121	Click inside of USD batch line and then click the			Information matches appeared months for the		-	
121				Information matches expected results from the			
	Review Journal button.			'Expected Results' tab.			
122	Navigate to Submit Requests window.	Help> View My Requests>		Submit a New Request window appears.			
		Submit a New Request					
123	Select Single Request and Click OK.			Submit Request window appears.		L	
		· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·		

124	Use List of Values to select Request Name. Click		Journals - General(180 Char)	Parameters window appears.				
125	OK.  Make sure that all fields in parameters screen are		Type: Line Item	Submit Request window appears.		1		
	populated: use LOV button if necessary.		Posting Status: Unposted Journals					
			Currency: USD					
			Period: Jun-03					
			Start Date: (blank)					
			End Date: (blank)					
			Source: (blank)					
			Batch Name: % <payments td="" usd<=""><td></td><td></td><td></td><td></td><td></td></payments>					
			batch number>%					
10.0	CELOW LEIGHTON			2				
126	Click OK and click Submit Request.			Requests window appears.	<u> </u>			
127	Click Refresh until all programs have been			Requests completed with status of normal.				
	initiated and completed with status of Normal.							
128	View output of the Journals - General(180 Char).			Accounting is correct.				
	Verify the STAT entries hit the GL according to							
	the CFO Account Mapping documentation.							
	Save the Output.							
Create Jou							1	
129	Close all windows and return to the Navigator							
120	Screen. Newigate to Submit Paguests window	Others > Paguests > Culturals		Submit a New Request		-		
130	Navigate to Submit Requests window.	Others> Requests> Submit a New Request		Submit a New Request window appears.				
131	Select Single Request and Click OK.	Trem request		Submit Request window appears.				
132	Use List of Values to select Request Name. Click		Program: Create Journals	Parameters window appears.		1		
132	OK.		Togami. Creme souring	a manicors window appears.				
133	Accept default parameters.			Submit Request window appears.				
134	Click OK and click Submit Request.			Requests window appears.				
			<u> </u>			1	1	
135	Click Refresh until all programs have been			Requests completed with status of normal.				
10-	initiated and completed with status of Normal.	-	+	+	+	1	-	
136	View output of the Create Journals Report.							
	Record the Batch Name.							
	Save the Output.						<u> </u>	
137	Run query to find Batch ID.		SELECT JE_BATCH_ID	Batch ID appears.				
	Record the Batch ID.		FROM GL.GL_JE_BATCHES					
			WHERE NAME LIKE '% <batch< td=""><td></td><td></td><td></td><td></td><td></td></batch<>					
			name from above>%'					
138	Close all windows and return to the Requests							
	screen. Click Submit a New Request.							
139	Select Single Request and Click OK.			Submit Request window appears.				
140	Use List of Values to select Request Name. Click		Journals - General(180 Char)	Parameters window appears.				
	OK.							
141	Make sure that all fields in parameters screen are		Type: Line Item	Submit Request window appears.				
	populated, use LOV button if necessary.		Posting Status: Unposted Journals				1	
			Currency: USD					
			Period: Jun-03					
			Start Date: (blank)					
			End Date: (blank)					
			Source: (blank)					
			Batch Name: % <create journals<="" td=""><td></td><td></td><td></td><td></td><td></td></create>					
			batch number>%					
142	Click OK and click Submit Request.			Requests window appears.				
143	Click Refresh until all programs have been			Requests completed with status of normal.				
	initiated and completed with status of Normal.			1				
144	View output of the Journals - General(180 Char).			Accounting is correct.		1	İ	
1	Verify the Create Journals entries hit the GL							
	according to the CFO Account Mapping							
	documentation.							
	Save the Output.							
Treasure	Confirmation						<u> </u>	
	Switch Responsibility to FSA FFEL GA Federal	T				1		
143		1					1	
1	Administrator.							

				1		
146	Navigate to the Treasury Confirmation and	Confirm> Confirm		Treasury Confirmation and Reconciliation		
147	Reconciliation screen.  Enter following information into form.	<b> </b>	Payment Batch: <payment batch<="" td=""><td>screen appears.</td><td></td><td></td></payment>	screen appears.		
147	Click Confirm.	1	from Above>	Message states: 'The request number is		
	Record the Request ID.	1	Treasury Begin: <number></number>			
	Record the Request 15.	1	Treasury End: <number +="" count=""></number>			
		1	Accomplished Date: <today's date=""></today's>			
		1				
148	View Concurrent Requests.	Help> View My Requests		Find Requests window appears.		
149	Click Find.			Requests window appears. The following		
		1		requests initiate and complete successfully:		
150	D 11 I II I II I II	<del> </del>		Journal Import		
150	Record the Journal Import Request ID.	1				
	Verify that the Output file states all of the journal lines headers and batches that were imported with	1				
	a status of Success.	1				
	Record the Batch Name.	1				
	Save the Output.	1				
	Run query to find Batch ID.		SELECT JE_BATCH_ID	Batch ID appears.		
	Record the Batch ID.	1	FROM GL.GL_JE_BATCHES			
		1	WHERE NAME LIKE '% <batch< td=""><td></td><td></td><td></td></batch<>			
150	Carlot Day of The Carlot Con Carlot	<del> </del>	name from above>%'			
152	Switch Responsibility to FSA CFO General Ledger SuperUser.	1				
153	Navigate to the Journals Enter screen.	Journals> Enter		Batch appears, lines are still not re-split		
154	Query on the batch name.	Journals > Latter	% <treasury batch<="" confirmation="" td=""><td>Enter Journals Screen is displayed.</td><td></td><td></td></treasury>	Enter Journals Screen is displayed.		
1	Select Find.	1	Name>%	and the state of t		
155	Click Review Journal.			Invoice appears with accounting for each line.		
		<u> </u>		Accounting matches Expected Results.		
156	Navigate to Submit Requests window.	Help> View My Requests>		Submit a New Request window appears.		
		Submit a New Request				
157	Select Single Request and Click OK.	<del> </del>	Leave to Consol(100 Char)	Submit Request window appears.		
158	Use List of Values to select Request Name. Click OK.	1	Journals - General(180 Char)	Parameters window appears.		
159	Make sure that all fields in parameters screen are		Type: Line Item	Submit Request window appears.		
	populated: use LOV button if necessary.	1	Posting Status: Unposted Journals			
		1	Currency: USD			
		1	Period: Jun-03			
		1	Start Date: (blank)			
		1	End Date: (blank)			
		1	Source: (blank)			
		1	Batch Name: % <treasury< td=""><td></td><td></td><td></td></treasury<>			
			Confirmation botal names 0/			
			Confirmation batch name>%			
160	Click OK and click Submit Request.		Confirmation batch name>%	Requests window appears.		
160 161	Click OK and click Submit Request. Click Refresh until all programs have been		Confirmation batch name>%	Requests window appears. Requests completed with status of normal.		
			Confirmation batch name>%			
	Click Refresh until all programs have been initiated and completed with status of Normal.  View output of the Journals - General(180 Char).		Confirmation batch name>%			
161	Click Refresh until all programs have been initiated and completed with status of Normal.  View output of the Journals - General(180 Char).  Verify the USD entries hit the GL according to the		Confirmation batch name>%	Requests completed with status of normal.		
161	Click Refresh until all programs have been initiated and completed with status of Normal.  View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation.		Confirmation batch name>%	Requests completed with status of normal.		
161	Click Refresh until all programs have been initiated and completed with status of Normal.  View output of the Journals - General(180 Char).  Verify the USD entries hit the GL according to the		Confirmation batch name>%	Requests completed with status of normal.		
161	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.		Confirmation batch name>%	Requests completed with status of normal.		
161 162  Post Batch	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.		Confirmation batch name>%	Requests completed with status of normal.		
161 162 Post Batch	Click Refresh until all programs have been initiated and completed with status of Normal.  View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  hes  Navigate to the Post Journals screen.	Journals> Post	Confirmation batch name>%  Jun-03	Requests completed with status of normal.		
161 162 Post Batch	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Requests completed with status of normal.		
161 162 Post Batel 163 164	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  hes  Navigate to the Post Journals screen.  Query on the Period.			Requests completed with status of normal.  Accounting is correct.		
161 162 Post Batel 163 164	Click Refresh until all programs have been initiated and completed with status of Normal.  View output of the Journals - General(180 Char).  Verify the USD entries hit the GL according to the CFO Account Mapping documentation.  Save the Output.  hes  Navigate to the Post Journals screen.  Query on the Period.  Click the checkbox next to all Postable Batches created in this script.  Click Post.			Requests completed with status of normal.  Accounting is correct.		
161 162 Post Batch 163 164 165	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  hes Navigate to the Post Journals screen. Query on the Period. Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: The request number is		
Post Batel 163 164 165	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  *hes** Navigate to the Post Journals screen. Query on the Period. Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID. View Concurrent Requests.			Requests completed with status of normal.  Accounting is correct.  Message states: 'The request number is'  Find Requests window appears.		
161 162 Post Batch 163 164 165	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  hes Navigate to the Post Journals screen. Query on the Period. Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: 'The request number is'  Find Requests window appears.  Requests window appears. The Posting request		
Post Batch 163 164 165	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  *hes** Navigate to the Post Journals screen. Query on the Period. Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID. View Concurrent Requests.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: 'The request number is'  Find Requests window appears.		
Post Batcl 163 164 165 166 167	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General (180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  *hes*  Navigate to the Post Journals screen.  Query on the Period.  Click the checkbox next to all Postable Batches created in this script.  Click Post.  Record Request ID.  View Concurrent Requests.  Click Find.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: The request number is  Find Requests window appears.  Requests window appears. The Posting request initiates and completes successfully.		
Post Batel 163 164 165	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  **hes**  Navigate to the Post Journals screen. Query on the Period. Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID. View Concurrent Requests. Click Find.  View output of the Posting request.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: 'The request number is'  Find Requests window appears.  Requests window appears. The Posting request		
Post Batcl 163 164 165	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General (180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  *hes*  Navigate to the Post Journals screen.  Query on the Period.  Click the checkbox next to all Postable Batches created in this script.  Click Post.  Record Request ID.  View Concurrent Requests.  Click Find.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: The request number is  Find Requests window appears.  Requests window appears. The Posting request initiates and completes successfully.		
Post Batcl 163 164 165 166 167	Click Refresh until all programs have been initiated and completed with status of Normal. View output of the Journals - General(180 Char). Verify the USD entries hit the GL according to the CFO Account Mapping documentation. Save the Output.  *hes**  Navigate to the Post Journals screen. Query on the Period.  Click the checkbox next to all Postable Batches created in this script. Click Post.  Record Request ID.  View Concurrent Requests.  Click Find.  View output of the Posting request.  Verify that all batches were posted successfully.	Journals> Post		Requests completed with status of normal.  Accounting is correct.  Message states: The request number is  Find Requests window appears.  Requests window appears. The Posting request initiates and completes successfully.		

			1	T	1			1
169	Close all windows and return to the Requests							
	screen. Click Submit a New Request.							
170	Select Single Request and Click OK.			Submit Request window appears.				
171	Use List of Values to select Request Name. Click		Trial Balance: Summary 2	Parameters window appears.				
	OK.		_	**				
172	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.				
172	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A	Submit request window appears.				
	populated, use LOV button in necessary.							
			Pagebreak Segment: Institution (FSA					
			Institution)					
			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td></td><td></td><td></td></ga<>					
			Code>					
			Pagebreak Segment High: <ga< td=""><td></td><td></td><td></td><td></td><td></td></ga<>					
			Code>					
			Secondary Segment: Fund (FSA					
			Fund)					
			Currency Type: Entered					
			Currency: USD					
			Period: Jun-03					
			Budget Start Period: N/A					
1			Amount Type: PTD (Period to Date)			1	]	
1						1	]	
173	Click OK and click Submit Request.			Requests window appears.				
174	Click Refresh until all programs have been			Requests completed with status of normal.			1	
1	initiated and completed with status of Normal.					I		
175	Note the change in period activity for Jun-03.							
176	Navigate to Submit Requests window.	Others> Requests> Submit a		Submit a New Request window appears.				
	<b></b>	New Request		The state of the s				
177	Select Single Request and Click OK.	Trew Request		Submit Request window appears.				
178	Use List of Values to select Request Name. Click		Trial Balance: Summary 2	Parameters window appears.				
170	OK.		That Balance. Summary 2	rarameters window appears.				
170			D.1. (1.1.1)	a t i b				
179	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.				
	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A					
			Pagebreak Segment: Institution (FSA					
			Institution)					
			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td></td><td></td><td></td></ga<>					
			Code>					
			Pagebreak Segment High: <ga< td=""><td></td><td></td><td></td><td></td><td></td></ga<>					
			Code>					
			Secondary Segment: Fund (FSA					
			Fund)					
			Currency Type: Entered					
			Currency: STAT					
1			Period: Jun-03			1	]	
1						1	]	
1			Budget Start Period: N/A					
1			Amount Type: PTD (Period to Date)			I		
1						I		
	Click OK and click Submit Request.			Requests window appears.				
181	Click Refresh until all programs have been			Requests completed with status of normal.	1		]	
1	initiated and completed with status of Normal.			·				
182	Note the change in period activity for Jun-03 for							
1 .02	STAT Accounts.					I		
183	Using the Tab for TB-APC, confirm that the		<del> </del>	Information matches expected results.	1	1	<del>                                     </del>	
103				information materies expected results.		1	]	
1	differences in trial balances are what is to be					1	]	
<b>—</b>	expected.							
	Log out of Oracle Applications.					<u> </u>	<u> </u>	
	onthly which fails some Soft & Hard Edits							
185	Identify Form 2000 Monthly File which fails some		ftpfile_3.txt			I		
1	Soft & Hard Edits.					I		
186	Log in to hpl6 and FTP the file into home							
	directory. Use ASCII format for uncompressed					I		
1	files.					I		
187	Change Permissions to Read-Write-Execute for		1	<u> </u>	†	t		
167						1		
100	file.		-	<del> </del>	+	<del>                                     </del>		<del>                                     </del>
188	Switch Responsibility to FSA GA Manager.	od n		la i i i i i i		1		
189	Navigate to Submit Requests window.	Others> Requests> Run	i	Submit a New Request window appears.	1	1	I	i
								•

190	Select Single Request and Click OK.			Submit Request window appears.		
191	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Quarterly Data File Load	Parameters window appears.		
192	Enter File Location Directory and File Name.		File Location Directory: /home/ <unix name="" user=""> Filename: ftpfile_3.txt</unix>			
193	Click OK and click Submit Request.			Requests window appears.		
	Click Refresh programs has completed with status of Normal.			Requests completed with status of normal.		
195	Close all windows and return to the Navigation screen.					
196	Navigate to the FSA GA Monthly Financial Report.	GA Monthly Reports		FSA GA Monthly Financial Report window appears.		
197	Verify that the information in the form matches what was in the file.		Fiscal Year: 2003	Information is correct.		
198	Click Submit.			Soft & Hard Edits are triggered. Form cannot be submitted because the file has failed Hard Edits.	3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.26	
199	Log into Oracle under System Administrator Responsibility.					
	Navigate to Users Form. Query for your Username. Remove supplier and save.	Security> User> Define		Supplier is removed from your Username.		
201	Log out of Oracle Applications.					

Environment: TSTING
Test Level: System

Script # / Name: 1.11B - FTP File - Monthly/Quarterly Form

This script will test the ability to submit Negative Numbers in fields MR24 through MR42 for

Principle Amount, Interest Amount and Other Amounts column in the Form 2000 -

Scenario Description: Monthly/Quarterly Form using the FTP process.

ftpfile\_4.txt **File Name:** ftpfile\_5.txt

Prerequisite: N/A



Executed By / Date:

Product / Release: TO 130 - Form 2000 Enhancements
Prepared By / Date: Jobe Jamerson / 29 May 2003

Acceptance Sign Off / Date:

Pass/Fail	

Step	Action	Navigation Path	Input	Expected Results	Actual Results	Req#	Pass / Fail	Issues/Comments
Create Ba	seline of General Ledger for Later Comparison		•		•			
	Login into Oracle under the FSA CFO General Ledger SuperUser Responsibility.							
2	Navigate to the Submit Requests window.	Others> Requests> Submit a New Request		Submit a New Request window appears.				
3	Select Single Request and Click OK.			Submit Request window appears.				
4	Use List of Values to select Request Name. Click OK.		,	Parameters window appears.				
	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Balance Type: A (Actual) Budget or Encumbrance Type: N/A Pagebreak Segment: Institution (FSA Institution) Pagebreak Segment Low: <ga code=""> Pagebreak Segment High: <ga code=""> Secondary Segment: Fund (FSA Fund) Currency Type: Entered Currency: USD Period: Jun-03 Budget Start Period: N/A Amount Type: PTD (Period to Date)</ga></ga>	Submit Request window appears.				
6	Click OK and click Submit Request.			Requests window appears.				
	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.				
	Note the period activity for Jun-03.							
	Navigate to Submit Requests window.	Others> Requests> Submit a New Request		Submit a New Request window appears.				
10	Select Single Request and Click OK.			Submit Request window appears.				
11	Use List of Values to select Request Name. Click OK.		Trial Balance: Summary 2	Parameters window appears.				

12	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.			
1	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A			1	1
1	populated, use LO v button in necessary.			1		1	1
			Pagebreak Segment: Institution (FSA	L Company of the Comp			
			Institution)				
			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td></td><td></td></ga<>				
			Code>				
			Pagebreak Segment High: <ga< td=""><td></td><td></td><td></td><td></td></ga<>				
			Code>				
			Secondary Segment: Fund (FSA				
			Fund)				
			Currency Type: Entered				
			Currency: STAT				
			Period: Jun-03				
			Budget Start Period: N/A				
			Amount Type: PTD (Period to Date)				
			Amount Type. I ID (I chou to Date)				
1						ĺ	1
13	Click OK and click Submit Request.	<del>                                     </del>		Requests window appears.		1	İ
		<del> </del>				<b> </b>	
14	Click Refresh until all programs have been			Requests completed with status of normal.		1	1
	initiated and completed with status of Normal.					ĺ	
15	Note the period activity for Jun-03 for STAT						
13				1		1	1
	Accounts.					<u> </u>	
Submit Me	onthly/Quarterly Report with Negative Numbers via	a FTP					
	Log into Oracle under System Administrator						
						ĺ	
	Responsibility.	<del></del>	ļ				ļ
17	Navigate to Users Form. Query for your	Security>User>Define	Goodin, Pamela (GA 723)	Supplier is assigned to your Username.		1	1
	Username. Choose supplier from the LOV and	•				ĺ	
1	**			1		1	1
<b></b>	save.	+	<u> </u>	ļ			ļ
18	Identify Form 2000 Monthly/Quarterly File with		ftpfile_4.txt			ĺ	
1	negative numbers in fields MR24-MR42.					ĺ	
19	Log in to hpl6 and FTP the file into home	<del>                                     </del>	<u> </u>				1
						ĺ	
1	directory. Use ASCII format for uncompressed			1		1	1
1	files.			1		1	1
20	Change Permissions to Read-Write-Execute for	<del>                                     </del>				1	
20				1		1	1
L	file.	<u></u>					
21	Switch Responsibility to FSA GA Manager.						1
	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.		1	
		Omers> Requests> Ruii	-			-	<u> </u>
23	Select Single Request and Click OK.			Submit Request window appears.			
24	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Quarterly	Parameters window appears.		ĺ	
1	*		Data File Load	1 **		1	1
25	Enter Eile Leasting Diseatons and Eile Marris	<del>                                     </del>	File Location Directory:	1			<del> </del>
25	Enter File Location Directory and File Name.					1	
1							
1			/home/ <unix name="" user=""></unix>				
26	Click OV and aliak Submit Daguest		/home/ <unix name="" user=""> File Name: ftpfile_4.txt</unix>	Paguasta window appaga			
	Click OK and click Submit Request.			Requests window appears.			
	Click Refresh programs has completed with status			Requests window appears. Requests completed with status of normal.			
27	Click Refresh programs has completed with status of Normal.						
	Click Refresh programs has completed with status of Normal. Close all windows and return to the Navigation						
27	Click Refresh programs has completed with status of Normal. Close all windows and return to the Navigation screen.			Requests completed with status of normal.			
27	Click Refresh programs has completed with status of Normal. Close all windows and return to the Navigation	GA Monthly/Quarterly Reports					
27	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly	GA Monthly/Quarterly Reports		Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report			
27 28 29	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.			
27	Click Refresh programs has completed with status of Normal. Close all windows and return to the Navigation screen. Navigate to the FSA GA Monthly/Quarterly Financial Report. Verify that the information in the form matches	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers			
27 28 29	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.			
27 28 29	Click Refresh programs has completed with status of Normal. Close all windows and return to the Navigation screen. Navigate to the FSA GA Monthly/Quarterly Financial Report. Verify that the information in the form matches	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers			
27 28 29 30	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.			
27 28 29	Click Refresh programs has completed with status of Normal. Close all windows and return to the Navigation screen. Navigate to the FSA GA Monthly/Quarterly Financial Report. Verify that the information in the form matches	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears			
27 28 29 30	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report			
27 28 29 30	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears			
27 28 29 30 31	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?	14		
27 28 29 30	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is	1.4		
27 28 29 30 31	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?	1.4		
27 28 29 30 31	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is	1.4		
27 28 29 30 31 31	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is	1.4		
27 28 29 30 31	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.	GA Monthly/Quarterly Reports	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is	1.4		
27 28 29 30 31 32	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.		File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is submitted. Status in Header states Submitted.	1.4		
27 28 29 30 31 32 33 34	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.  Navigate to Users Form. Query for your Username.		File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is	1.4		
27 28 29 30 31 32 33 34	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.		File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is submitted. Status in Header states Submitted.	1.4		
27 28 29 30 31 32 33 34	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.  Navigate to Users Form. Query for your Username. Remove supplier and save.	Security> User> Define	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is submitted. Status in Header states Submitted.	1.4		
27 28 29 30 31 32 33 34 Accept Mac	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.  Navigate to Users Form. Query for your Username. Remove supplier and save.  onthly/Quarterly Report with Negative Numbers, Remove Supplier and save.	Security> User> Define	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is submitted. Status in Header states Submitted.	1.4		
27 28 29 30 31 32 33 34 Accept Mac	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.  Navigate to Users Form. Query for your Username. Remonstration Responsibility.  Navigate to Users Form. Query for your Username. Responsibility.  National Control of the National Partner of Switch responsibility to FSA Financial Partner.	Security> User> Define	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is submitted. Status in Header states Submitted.	1.4		
27 28 29 30 31 32 33 34 Accept Mac	Click Refresh programs has completed with status of Normal.  Close all windows and return to the Navigation screen.  Navigate to the FSA GA Monthly/Quarterly Financial Report.  Verify that the information in the form matches what was in the file.  Click Submit.  Click OK.  Log into Oracle under System Administrator Responsibility.  Navigate to Users Form. Query for your Username. Remove supplier and save.  onthly/Quarterly Report with Negative Numbers, Remove Supplier and save.	Security> User> Define	File Name: ftpfile_4.txt  OTR Fiscal Qtr: 3	Requests completed with status of normal.  FSA GA Monthly/Quarterly Financial Report window appears.  Information is correct. Negative Numbers appear in fields MR24-MR42.  No edits are triggered. Warning box appears stating 'Are you sure you want to submit report to FSA?  GA Monthly/Quarterly Form 2000 Report is submitted. Status in Header states Submitted.	1.4		

36	Navigate to GA Monthly/Quarterly Form 2000.	GA Monthly/Quarterly Reports		GA Monthly/Quarterly Reports form appears.			
37	Query to find the submitted GA Monthly/Quarterly Form 2000. Click Accept button.			No edits are triggered. Warning box appears stating 'Please note the AP/GL Load Processes are going to start. You can view the status by going to Help then select View My Request.'			
38	Click OK.			Status in Header states Accepted.			
39		Help> View My Requests		Find Requests window appears.			
40	Click Find.	Tresp > (10) 1113 requests		Requests window appears. The following	5.1		
				requests initiate and complete successfully: FSA FFEL GA Form 2000 AP/GL Load Interface Journal Import	3.1		
	Record the Journal Import Request ID. Verify that the Output file states all of the journal lines headers and batches that were imported with a status of Success. Record the Batch Name (GL). Save the Output.						
42	Query to find Batch ID. Record the Batch ID.		SELECT JE_BATCH_ID FROM GL.GL_JE_BATCHES WHERE NAME LIKE '% <batch< td=""><td>Batch ID appears.</td><td></td><td></td><td></td></batch<>	Batch ID appears.			
¥7 16 ¥	,		name from above>%'	ļ	 <u> </u>		ļ
Verify Jou			1				
43	Switch responsibility to FSA CFO General Ledger Super User.						
44	Navigate to the Journals Enter screen.	Journals> Enter		Find Journals Screen is displayed.			
45	Query on the batch name. Select Find.		% <batch above="" from="" name="">%</batch>	Two batches are returned, one for Quarterly STAT and one for Quarterly USD.			
46	Click inside of STAT batch line and then click the			Information matches expected results from the			
40	Review Journal button.			'Expected Results' tab.			
47		Help> View My Requests> Submit a New Request		Submit a New Request window appears.			
48	Select Single Request and Click OK.	Sublint a New Request		Cubarit Daniert mindom organis			
	Use List of Values to select Request Name. Click		Journals - General(180 Char)	Submit Request window appears.			
49	OK.		` '	Parameters window appears.			
50	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: STAT Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: % <stat batch="" number="">%</stat>	Submit Request window appears.			
51	Click OK and click Submit Request.			Requests window appears.			
52	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.			
53	View output of the Journals - General(180 Char). Verify the STAT entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.			
54	Close all windows and return to the Enter Journals (FSA FMS) screen.						
55	Click inside of USD batch line and then click the Review Journal button.			Information matches expected results from the 'Expected Results' tab.			
56	Navigate to Submit Requests window.	Help> View My Requests> Submit a New Request		Submit a New Request window appears.			
57	Select Single Request and Click OK.			Submit Request window appears.	İ	İ	
58	Use List of Values to select Request Name. Click		Journals - General(180 Char)	Parameters window appears.			
	OK.		Gonorai (100 Gilli)				

		•				
59	Make sure that all fields in parameters screen are		Type: Line Item	Submit Request window appears.		
	populated: use LOV button if necessary.		Posting Status: Unposted Journals Currency: USD			
			Period: Jun-03			
			Start Date: (blank)			
			End Date: (blank)			
			Source: (blank)			
			Batch Name: % <usd batch<="" td=""><td></td><td></td><td></td></usd>			
			number>%			
60	Click OK and click Submit Request.			Requests window appears.		
	Click Refresh until all programs have been			Requests completed with status of normal.		
01	initiated and completed with status of Normal.			requests completed with status of normal.		
62	View output of the Journals - General(180 Char).			Accounting is correct.		
02	Verify the STAT entries hit the GL according to			recounting to correct		
	the CFO Account Mapping documentation.					
	Save the Output.					
	*					
Post Batch						
	Navigate to the Post Journals screen.	Journals> Post				
64	Query on the Period.		Jun-03			
65	Click the checkbox next to all Postable Batches		1	Message states: 'The request number is		
	created in this script.			'		
	Click Post.					
	Record Request ID.					
66	View Concurrent Requests.	Help> View My Requests		Find Requests window appears.		
67	Click Find.			Requests window appears. The Posting request		
				initiates and completes successfully.		
<b>CO</b>	Vi			A 11 b - ( - 1 b		
68	View output of the Posting request.			All batches were posted successfully.		
	Verify that all batches were posted successfully. Save the Output.					
	save the Output.					
69	Close all windows and return to the Requests					
	screen. Click Submit a New Request.					
70	Select Single Request and Click OK.			Submit Request window appears.		
71	Use List of Values to select Request Name. Click		Trial Balance: Summary 2	Parameters window appears.		
	OK.		1	***		
72	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.		
	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A			
			Pagebreak Segment: Institution (FSA			
			Institution)			
			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td></td></ga<>			
			Code>			
			Pagebreak Segment High: <ga< td=""><td></td><td></td><td></td></ga<>			
			Code>			
			Secondary Segment: Fund (FSA			
			Fund)			
			Currency Type: Entered			
			Currency: USD			
			Period: Jun-03			
			Budget Start Period: N/A			
			Amount Type: PTD (Period to Date)			
73	Click OK and click Submit Request.			Requests window appears.		
74	Click Refresh until all programs have been			Requests completed with status of normal.		
1	initiated and completed with status of Normal.			1		
75	Note the change in period activity for Jun-03.		İ			
76	Navigate to Submit Requests window.	Others> Requests> Submit a		Submit a New Request window appears.		
		New Request			 	 
77	Select Single Request and Click OK.			Submit Request window appears.		 
78	Use List of Values to select Request Name. Click		Trial Balance: Summary 2	Parameters window appears.		
	OK.					

			1	1			
79	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.			
1	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A	l ''		1	
1	populated, use LO v buttoff if flecessary.					1	
1			Pagebreak Segment: Institution (FSA	4			
1			Institution)			1	
1							
1			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td>   </td><td></td></ga<>				
			Code>				
1			Pagebreak Segment High: <ga< td=""><td></td><td></td><td>1</td><td></td></ga<>			1	
1						1	
			Code>				
			Secondary Segment: Fund (FSA				
			Fund)				
			Currency Type: Entered				
			Currency: STAT				
			Period: Jun-03				
			Budget Start Period: N/A				
			Amount Type: PTD (Period to Date)				
			rimount Type: TTD (Teriou to Dute)				
1							
80	Click OK and click Submit Request.			Requests window appears.			
			1			<del>                                     </del>	
81	Click Refresh until all programs have been			Requests completed with status of normal.			
1	initiated and completed with status of Normal.					]	
82	Note the change in period activity for Jun-03 for						
02							
	STAT Accounts.						
83	Using the Tab for TB-APC, confirm that the			Information matches expected results.			
1 22	differences in trial balances are what is to be					]	
1							
1	expected.						
84	Log out of Oracle Applications.						
	and by Organization which for the control of the transfer of t	do.	<u> </u>				
	onthly/Quarterly which fails some Soft & Hard Edi	ts .					
85	Identify Form 2000 Monthly/Quarterly File which		ftpfile_5.txt				 
1	fails some Soft & Hard Edits.		1				
			+				
86	Log in to hpl6 and FTP the file into home						
	directory. Use ASCII format for uncompressed						
1							
<b> </b>	files.					ļ	
87	Change Permissions to Read-Write-Execute for						
1	file.					1	
0.0			1			+	
88	Switch Responsibility to FSA GA Manager.						
89	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.			
90	Select Single Request and Click OK.	•	1	Submit Request window appears.			
			EGA FEET GA E 2000 C :	b		<del>                                     </del>	
91	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Quarterly	Parameters window appears.			
1			Data File Load				
92	Enter File Location Directory and File Name.		File Location Directory:				
74	Enter the Education Directory and the Name.						
1			/home/ <unix name="" user=""></unix>				
1			Filename: ftpfile_5.txt			1	
02	Click OV and aliak Cubaris D		tpine_5.txt	Decrease window oppos		+	
93	Click OK and click Submit Request.			Requests window appears.			
94	Click Refresh programs has completed with status			Requests completed with status of normal.		1	
1	of Normal.						
0.5			+			<del>                                     </del>	
95	Close all windows and return to the Navigation					1	
1	screen.						
96	Navigate to the FSA GA Monthly/Quarterly	GA Monthly/Questarly Persons	+	FSA GA Monthly/Quarterly Financial Report		<del>                                     </del>	
96		GA Monthly/Quarterly Reports				1	
L	Financial Report.		1	window appears.	<u>                                     </u>	<u> </u>	
97	Verify that the information in the form matches		Fiscal Year: 2003	Information is correct.			
1 7						1	
<u> </u>	what was in the file.						
98	Click Submit.			Soft & Hard Edits are triggered. Form cannot		3.4, 3.14,	
1				be submitted because the file has failed Hard		3.15, 3.16,	
				Edits.		3.17, 3.18,	
1						3.25	
99	Log into Orgalo under System Administrator					_ <del></del>	
99	Log into Oracle under System Administrator						
L	Responsibility.		1		<u>                                     </u>	<u> </u>	
100	Navigate to Users Form. Query for your Username.	Security> User> Define		Supplier is removed from your Username.			
100		Decarry / Osci / Definite		Supplier is removed from your escribine.			
	Remove supplier and save.						
101	Log out of Oracle Applications.						

Environment: TSTING
Test Level: System

Script # / Name: 1.11C - FTP File - Annual Form

This script will test the ability to submit Negative Numbers in fields AR15 through AR57 for

Scenario Description: Principle Amount, Interest Amount and Other Amounts column in the Form 2000 - Annual

ftpfile\_6.txt ftpfile\_7.txt

ftpfile\_8.txt ftpfile\_items\_1.txt

ftpfile\_items\_2.txt

File Name: ftpfile\_items\_3.txt

Prerequisite: N/A

F E D E R A L STUDENT AID

Executed By / Date:

Product / Release: TO 130 - Form 2000 Enhancements
Prepared By / Date: Jobe Jamerson / 29 May 2003
Acceptance Sign Off / Date:

Pass/Fail
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Step	Action	Navigation Path	Input	Expected Results	Actual Results	Req#	Pass / Fail	Issues/Comments
Create Ba	seline of General Ledger for Later Comparison							
1	Login into Oracle under the FSA CFO General							
	Ledger SuperUser Responsibility.							
2	Navigate to the Submit Requests window.	Others> Requests> Submit a		Submit a New Request window appears.				
		New Request						
	Select Single Request and Click OK.			Submit Request window appears.				
	Use List of Values to select Request Name. Click OK.		•	Parameters window appears.				
	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Balance Type: A (Actual) Budget or Encumbrance Type: N/A Pagebreak Segment: Institution (FSA Institution) Pagebreak Segment Low: <ga code=""> Pagebreak Segment High: <ga code=""> Secondary Segment: Fund (FSA Fund) Currency Type: Entered Currency: USD Period: Jun-03 Budget Start Period: N/A Amount Type: PTD (Period to Date)</ga></ga>					
6	Click OK and click Submit Request.			Requests window appears.			<del>                                     </del>	
	Click Refresh until all programs have been	İ		Requests completed with status of normal.				
	initiated and completed with status of Normal.						1 1	
8	Note the period activity for Jun-03.							
9	Navigate to Submit Requests window.	Others> Requests> Submit a New Request		Submit a New Request window appears.				
	Select Single Request and Click OK.			Submit Request window appears.				
11	Use List of Values to select Request Name. Click OK.		Trial Balance: Summary 2	Parameters window appears.				

			r	•	r		
12	Make sure that all fields in parameters screen are		Balance Type: A (Actual)	Submit Request window appears.			
	populated: use LOV button if necessary.		Budget or Encumbrance Type: N/A				
	r - r		Pagebreak Segment: Institution (FSA				
			Institution)				
			Pagebreak Segment Low: <ga< td=""><td></td><td></td><td></td><td></td></ga<>				
			Code>				
			Pagebreak Segment High: <ga< td=""><td></td><td></td><td></td><td></td></ga<>				
			Code>				
			Secondary Segment: Fund (FSA				
			Fund)				
			Currency Type: Entered				
			Currency: STAT				
			Period: Jun-03				
			Budget Start Period: N/A				
			Amount Type: PTD (Period to Date)				
			**				
	OU 1 OT 1 1 1 0 1 1 7						
13	Click OK and click Submit Request.			Requests window appears.			
14	Click Refresh until all programs have been			Requests completed with status of normal.			
	initiated and completed with status of Normal.						
15	Note the period activity for Jun-03 for STAT					i	
	Accounts.			1			
Vanie d		A D1 A D14 FTD				L	
	Negative Numbers Cannot be Submitted in Fields	AKI-AKI4 using FTP					
16	Log into Oracle under System Administrator			1			
	Responsibility.			1			
17	Navigate to Users Form. Query for your	Security>User>Define	Goodin, Pamela (GA 723)	Supplier is assigned to your Username.			
	Username. Choose supplier from the LOV and		(======================================	11			
<b>—</b>	save.						
18	Identify Form 2000 Annual File with negative		ftpfile_6.txt				
	numbers in fields AR1-AR14 and an Annual Items		ftpfile_items_1.txt	1			
	File.		_	1			
19	Log in to hpl6 and FTP the file into home					<b> </b>	
17							
	directory. Use ASCII format for uncompressed			1			
	files.						
20	Change Permissions to Read-Write-Execute for						
	file.						
21	Switch Responsibility to FSA GA Manager.						
22	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.		<b> </b>	
		Outers/ Requests/ Ruii					
23	Select Single Request and Click OK.		POLITICAL DATE CONT.	Submit Request window appears.			
24	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Annual	Parameters window appears.			
			Data File Load				 
25	Enter File Location Directory and File Name.	<u> </u>	File Location Directory:				
	· · · · · · · · · · · · · · · · · · ·		/home/ <unix name="" user=""></unix>				
				1			
			Filename of the Annual File:				
			ftpfile_6.txt	1			
			Filename of the Annual Items File:	1			
			ftpfile_items_1.txt	1			
26	Click OK and click Submit Request.			Requests window appears.		i	
	Click Refresh programs has completed with status			Request completes in error.		<del>                                     </del>	
21				request completes in error.			
C. 1	of Normal.						 
	nual Report with Negative Numbers						
28	Identify Form 2000 Annual File with negative		ftpfile_7.txt	1			
	numbers in fields AR15-AR57 and an Annual		ftpfile_items_2.txt				
	Items File.		-				
29	Log in to hpl6 and FTP the file into home					<b> </b>	
4.7				1			
	directory. Use ASCII format for uncompressed						
	files.						
30	Change Permissions to Read-Write-Execute for			1		1	
	file.			1			
31	Switch Responsibility to FSA GA Manager.						
	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.			
		Outers> Kequests> Kuii					
33	Select Single Request and Click OK.			Submit Request window appears.		ļļ	
34	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Annual	Parameters window appears.			
			Data File Load	1			

35 I	Enter File Location Directory and File Name.		File Location Directory:			
	·		/home/ <unix name="" user=""></unix>			
			Filename of the Annual File:			
			ftpfile 7.txt			
			Filename of the Annual Items File:			
			ftpfile_items_2.txt			
	Click OK and click Submit Request.			Requests window appears.		
37	Click Refresh programs has completed with status			Requests completed with status of normal.		
0	of Normal.					
38	Close all windows and return to the Navigation					
	screen.					
39		GA Annual Reports		FSA GA Annual Financial Report window		
39 1	Navigate to the 13A GA Annual Financial Report.	OA Allitual Reports				
				appears.		
	Verify that the information in the form matches		Fiscal Year: 2003	Information is correct. Negative Numbers		
N	what was in the file.			appear in fields AR15-AR57.		
41 (	Click Submit.			No edits are triggered. Warning box appears		
				stating 'Are you sure you want to submit report		
				to FSA?		
42	Click OK.			GA Annual Form 2000 Report is submitted.	1.4	
42	LIICK OK.				1.4	
				Status in Header states Submitted.		
43 I	Log into Oracle under System Administrator					
I	Responsibility.					
		Security> User> Define		Supplier is removed from your Username.		
	Remove supplier and save.					
	nual Report with Negative Numbers, Run GL Load	Interface	<u> </u>	<u> </u>	 	
		Interface	T			
45	Switch responsibility to FSA Financial Partner					
1	Manager.					
46	Navigate to GA Annual Form 2000.	GA Annual Reports		GA Annual Reports form appears.		
	Query to find the submitted GA Annual Form	•		No edits are triggered. Warning box appears		
	2000. Click Accept button.			stating:		
1	2000. Click Accept button.			C .		
				Please note that the Annual GL Interface is		
				going to start. You can view the status by going		
				going to start. You can view the status by going to Help then select View My Request.'		
48	Click OK.					
		Heln> View Mv Requests		to Help then select View My Request.' Status in Header states Accepted.		
49	View Concurrent Requests.	Help> View My Requests		to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears.	41 42 45	
49		Help> View My Requests		to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following	4.1, 4.2, 4.5,	
49	View Concurrent Requests.	Help> View My Requests		to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully:	4.1, 4.2, 4.5, 4.7, 5.1	
49	View Concurrent Requests.	Help> View My Requests		to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface		
49 50	View Concurrent Requests. Click Find.	Help> View My Requests		to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import		
49 50	View Concurrent Requests.	Help> View My Requests	SELECT AR_ID, GA_CODE,	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface		
49 50 6	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the	Help> View My Requests		to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import		
49 50 61 11	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.	Help> View My Requests	F_YEAR, REPORT_STATUS,	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import		
49 50 61 11	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import		
49 50 61 11	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE FROM	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.		
49 50 61 11	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE FROM FFELGA.FFELGA_ANNUAL_REF	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.		
49 50 61 11	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE FROM FFELGA.FFELGA_ANNUAL_REF ORTS	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.		
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51 1	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.  Record AR_ID.	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE FROM FFELGA_FFELGA_ANNUAL_REI ORTS WHERE GA_CODE = <ga code="">AND CREATION_DATE LIKE '<dd-mon-yy created="" date="" form="" was=""></dd-mon-yy></ga>	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.		
51 1 1 1 1 52 1	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.  Record AR_ID.	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE FROM FFELGA_FFELGA_ANNUAL_REFORTS WHERE GA_CODE = <ga code=""> AND CREATION_DATE LIKE '  'DD-MON-YY - date form was created-' SELECT *</ga>	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.  Information is correct for the form entered.		
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51 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	View Concurrent Requests.  Click Find.  Run Query to identify AR_ID for this form in the FFELGA_ANNUAL_REPORTS table.  Record AR_ID.  Run query to verify that the AR_ID was stored in Reference21.  Record the Journal Import Request ID.  Verify that the Output file states all of the journal ines headers and batches that were imported with a status of Success.  Record the Batch Name (GL).  Save the Output.  Query to find Batch ID.  Record the Batch ID.	Help> View My Requests	F_YEAR, REPORT_STATUS, CREATION_DATE FROM FFELGA_FFELGA_ANNUAL_REF ORTS WHERE GA_CODE = <ga code=""> AND CREATION_DATE LIKE '<dd-mon-yy created="" date="" form="" was="">' SELECT * FROM GL.GL_JE_LINES WHERE REFERENCE   = <ar_id above="" from="" query="">  SELECT JE_BATCH_ID FROM GL.GL_JE_BATCHES WHERE NAME LIKE '%<batch< td=""><td>to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.  Information is correct for the form entered.  AR_ID is passed to the GL_JE_LINES table.</td><td></td><td></td></batch<></ar_id></dd-mon-yy></ga>	to Help then select View My Request.' Status in Header states Accepted. Find Requests window appears. Requests window appears. The following requests initiate and complete successfully: FMS Annual Form 2000 GL Interface Journal Import Information is correct for the form entered.  Information is correct for the form entered.  AR_ID is passed to the GL_JE_LINES table.		
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56	Navigate to the Journals Enter screen.	Journals> Enter		Find Journals Screen is displayed.			
57	Query on the batch name. Select Find.		% <batch above="" from="" name="">%</batch>	One STAT batch is returned.			
58	Click inside of STAT batch line and then click the Review Journal button.			Information matches expected results from the 'Expected Results' tab.			
59	Click More Details button. Verify that the Reverse Period field is null.			Reverse Period field is null.			
60	Navigate to Submit Requests window.	Help> View My Requests> Submit a New Request		Submit a New Request window appears.			
61	Select Single Request and Click OK.			Submit Request window appears.			
62	Use List of Values to select Request Name. Click OK.		Journals - General(180 Char)	Parameters window appears.			
63	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Type: Line Item Posting Status: Unposted Journals Currency: STAT Period: Jun-03 Start Date: (blank) End Date: (blank) Source: (blank) Batch Name: % <stat batch="" number="">%</stat>	Submit Request window appears.			
64	Click OK and click Submit Request.			Requests window appears.			
65	Click Refresh until all programs have been initiated and completed with status of Normal.			Requests completed with status of normal.			
66	View output of the Journals - General(180 Char). Verify the STAT entries hit the GL according to the CFO Account Mapping documentation. Save the Output.			Accounting is correct.			
Post Batc	hes			<u> </u>			
67	Navigate to the Post Journals screen.	Journals> Post			1	ı	
68	Ouery on the Period.	Journals> Post	I 02				
			Jun-03				
69	Click the checkbox next to all Postable Batches created in this script. Click Post. Record Request ID.			Message states: 'The request number is'			
70	View Concurrent Requests.	Help> View My Requests		Find Requests window appears.			
71	Click Find.			Requests window appears. The Posting request initiates and completes successfully.			
72	View output of the Posting request. Verify that all batches were posted successfully. Save the Output.			All batches were posted successfully.			
73	Close all windows and return to the Requests screen. Click Submit a New Request.						
74	Select Single Request and Click OK.			Submit Request window appears.			
75	Use List of Values to select Request Name. Click OK.		Trial Balance: Summary 2	Parameters window appears.			

76	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Balance Type: A (Actual) Budget or Encumbrance Type: N/A Pagebreak Segment: Institution (FSA Institution) Pagebreak Segment Low: <ga code=""> Pagebreak Segment High: <ga code=""> Secondary Segment: Fund (FSA Fund) Currency Type: Entered Currency: USD Period: Jun-03 Budget Start Period: N/A Amount Type: PTD (Period to Date)</ga></ga>	Submit Request window appears.			
77	Click OK and click Submit Request.			Requests window appears.			
78	Click Refresh until all programs have been			Requests completed with status of normal.			
1	initiated and completed with status of Normal.			<u> </u>			l l
79	Note the change in period activity for Jun-03.				i		
		Others > Description > Cultural		Culturalit a Many December using days are	<b> </b>		
80	Navigate to Submit Requests window.	Others> Requests> Submit a		Submit a New Request window appears.			l l
		New Request					
81	Select Single Request and Click OK.			Submit Request window appears.			
82	Use List of Values to select Request Name. Click		Trial Balance: Summary 2	Parameters window appears.		 	
	OK.		_	**			
83	Make sure that all fields in parameters screen are populated: use LOV button if necessary.		Balance Type: A (Actual) Budget or Encumbrance Type: N/A Pagebreak Segment: Institution (FSA Institution) Pagebreak Segment Low: <ga code=""> Pagebreak Segment High: <ga code=""> Secondary Segment: Fund (FSA Fund) Currency Type: Entered Currency: STAT Period: Jun-03 Budget Start Period: N/A Amount Type: PTD (Period to Date)</ga></ga>	Submit Request window appears.			
84	Click OK and click Submit Request.			Requests window appears.			
85	Click Refresh until all programs have been			Requests completed with status of normal.			
L	initiated and completed with status of Normal.						
86	Note the change in period activity for Jun-03 for						l l
	STAT Accounts.					 	
87	Using the Tab for TB-APC, confirm that the			Information matches expected results.			
1	differences in trial balances are what is to be			_			l l
1	expected.						l l
Submit Ar	nnual Report which fails some Soft & Hard Edits						
	Identify Form 2000 Annual File which fails some		ftnfile 8 tvt		I		
	Soft & Hard Edits and an Annual Items File.		ftpfile_8.txt ftpfile_items_3.txt				
89	Log in to hpl6 and FTP the file into home directory. Use ASCII format for uncompressed files.						
90	Change Permissions to Read-Write-Execute for file.						
	Switch Responsibility to FSA GA Manager.						
92	Navigate to Submit Requests window.	Others> Requests> Run		Submit a New Request window appears.			
93	Select Single Request and Click OK.			Submit Request window appears.			
94	Use List of Values to select Request Name.		FSA FFEL GA Form 2000 Annual Data File Load	Parameters window appears.			
-							

95	Enter File Location Directory and File Name.		File Location Directory: /home/ <unix name="" user=""> Filename of the Annual File: ftpfile_8.txt Filename of the Annual Items File:</unix>				
			ftpfile_items_3.txt				
	Click OK and click Submit Request.			Requests window appears.			
97	Click Refresh programs has completed with status of Normal.			Requests completed with status of normal.			
	Close all windows and return to the Navigation screen.						
99	Navigate to the FSA GA Annual Financial Report.	GA Annual Reports		FSA GA Annual Financial Report window appears.			
	Verify that the information in the form matches what was in the file.		Fiscal Year: 2003	Information is correct.			
101	Click Submit.			Soft & Hard Edits are triggered. Form cannot be submitted because the file has failed Hard Edits.	3.4, 3.19, 3.20, 3.21, 3.22, 3.23, 3.24		
	Log into Oracle under System Administrator Responsibility.						
	Navigate to Users Form. Query for your Username. Remove supplier and save.	Security> User> Define		Supplier is removed from your Username.			
104	Log out of Oracle Applications.	_				•	